



## Meet Michelle Breamer

### Regional MIS/Intake Specialist

*Workforce Development, Inc.*

*Rochester/Olmsted County Office-Administration*

*Albert Lea/Freeborn County Office*



Tell me a little about yourself and your career with WDI.

I began working with WDI in a temporary summer position as Youth Program Assistant, 26+ years later, I am still here as the MIS Coordinator/MIS Intake Specialist

Briefly, what duties or tasks do intake/data specialists perform?

As the MIS Coordinator I verify program eligibility, utilize our data management system, complete file reviews, and prepare and participate in monitoring visits. I pay close attention to policy to ensure that we are adhering to program guidelines. I provide technical assistance to staff as needed.

Why did you decide to apply for the WDI registered data specialist apprenticeship program?

I didn't have a choice... I was secretly chosen to be involved. 😊

Since a data specialist position requires such specific skills, was most of the training done hands-on or by classroom instruction?

I would say that the majority of the training was hands-on. I was the "trainer" working weekly with Martha and Shelly. I completed the "classroom" portion evenings/weekends from the comfort of my couch doing online college courses – with children peering over my shoulder wondering what mom was up to.

How long did the apprenticeship program take to complete?

I honestly didn't keep track of time, I would say it took about 18 months to complete the on the job training hours along with the other trainings.

Looking back on the program, what was/were your greatest accomplishment(s)?

My greatest accomplishments were tackling the after-hour trainings while still balancing my family life at home, staying on top of an elementary child, and also having a daughter graduate high school and begin her college life. I love being busy, so adding more duties to my already crazy schedule just meant that I needed to juggle things around a little bit more than I already did in the past.

How do you think the skills you've learned will apply to your job?

Everything we worked on throughout the on-the-job training portion is what goes on every day in the life of an MIS Coordinator (ME!). I "practice what I preach" every day on the job.

What advice would you give someone who is considering applying for the WDI registered data specialist apprenticeship program?

If you are considering applying for the next Apprenticeship Program, do it! We sometimes get wrapped up in what is happening in our own local office, but there is so much more happening out there. Every office has their strengths and challenges; this is a great way to work with others that do your job and learn other ways to do things, the correct way to do it, and why we need to do it. It is a great learning experience that lets up dig deep into the how, what, when, where, why, and how's, and there is no greater way to learn that then spending part of your training time with me!